



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42150 **DATE:** August 15, 2017

TITLE: Executive Secretary I, Opt 2 (Upward Mobility Title)

OFFICE: Region 4/District 6/Office of Highways Project Implementation

CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under direction of the Materials Engineer, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgement on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

TRAINING & EXPERIENCE: Option 2: Requires ability to type accurately at 55 wpm; Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial/business college and one year of secretarial experience, or completion of high school and three years secretarial experience. Complies with departmental safety.

UNIT: Materials

LOCATION: 2713 Stevenson Drive, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-11

SALARY RANGE: \$3,240 - \$4,592

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Tuesday, August 29, 2017

POSTED FROM: Wednesday, August 16, 2017 **TO: Tuesday, August 29, 2017**

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

Diana Taylor